

The Maine Department of Education Food Service
All new
Electronic Claim Submittal Process

STEPS TO CHECK THE STATUS OF YOUR CLAIM FORM

1. Go to the SFSR system web page: <http://www.maine.gov/education/sfsr1.htm>
2. Enter ID and password
3. Enter ID and password
4. Select the system School Food Service - Reimbursement
5. Select "Claims Forms" from the list
6. Select "Claim form list" from the list
7. Chart will appear like the example below

| Effective Date | Revision | Legal Agent Approval Date | Status | Display All Revisions |
|----------------|----------|---------------------------|-----------|------------------------------|
| <u>02/2000</u> | 0 | 03/08/2000 | Approved | <u>Display All Revisions</u> |
| <u>01/2000</u> | 0 | 02/08/2000 | Processed | <u>Display All Revisions</u> |
| <u>12/1999</u> | 1 | | Inactive | |
| <u>12/1999</u> | 0 | 01/07/2000 | Processed | <u>Display All Revisions</u> |
| <u>11/1999</u> | 0 | 12/08/1999 | Processed | <u>Display All Revisions</u> |
| <u>10/1999</u> | 0 | 11/05/1999 | Processed | <u>Display All Revisions</u> |
| <u>09/1999</u> | 0 | 10/12/1999 | Processed | <u>Display All Revisions</u> |
| <u>05/1999</u> | 0 | | Startup | |

The status column tells you if it is filed (Current), approved by superintendent (Approved) and if it was been paid (Processed). Inactive means the claim form is older then 60 days and was never approved therefore it is not part of the database or paid.